



**City of Bonner Springs**  
KANSAS

P.O. Box 38, 205 East Second Street, Bonner Springs, KS 66012

**WORKSHOP MEETING**

**6:30 p.m.**

**REGULAR CITY COUNCIL MEETING**

**7:30 p.m.**

**CITY HALL COUNCIL CHAMBERS**

**Monday, May 14, 2018**

***Life is Better in Bonner Springs***

Phone: 913-422-1020 Fax: 913-441-1366 Website: [www.bonnerrsprings.org](http://www.bonnerrsprings.org)

**WORKSHOP AGENDA**

**1. Institute For Building Technology And Safety**

Curt Skoog, Institute for Building Technology and Safety, will give an overview of services provided by IBTS.

Currently, the City of Bonner Springs is utilizing IBTS to provide building plan review and inspections. City staff is recommending the City Council consider executing an agreement to, when needed, have IBTS provide building department services. Additionally, this will require the City Council to approve modifying fees for building services to relate those rates charged by IBTS.

The Mid-America Regional Council (MARC) and the IBTS have teamed up to provide as-needed building department services to jurisdictions. IBTS and MARC have developed a schedule of fees for these services. Essentially, the cost of these services is paid by the applicant and "passed through" the City to IBTS. The City has the option to charge administrative fees in addition to IBTS fees.

Action	Consensus to bring forward agreement with IBTS and adjusted fee schedule for City Council consideration.
Recommendation	Consensus to bring forward agreement with IBTS and adjusted fee schedule for City Council consideration.

## 2. Personnel Policy

An updated Policy for the City of Bonner Springs has been developed and is based on the League of Kansas Municipalities' model Personnel Policies and Guidelines. Careful consideration has been taken to review and revise the model policies to conform with existing practice- namely benefits such as sick and vacation accruals. The updated Policy was distributed to Department Heads for review on 12/1/17. Since that time, the Policy has also been reviewed and approved by the City's attorney who handles Human Resource matters.

The model policy is updated annually by the League. This means the City will be able to review it's Policy at the same time and consider any suggested changes the League's may have to ensure productive personnel management practices for our employee's. The updated Policy will also be part of *Comprehensive Classification and Compensation Study* the City has engaged with Springsted to complete.

The updated Policy has been placed on the Consent Agenda for City Council approval.

Action	Consensus
Recommendation	NA

## 3. Electronic Agendas And Devices Overview

Staff will review procedures and use of iPads for electronic agendas.

Action	NA
Recommendation	NA

## CITY COUNCIL MEETING - 7:30 P.M.

### 1. Police Valor Award Presentation

Sergeant Marshall and Corporal Khan will be formally recognized for their Kansas Association of Chiefs of Police Gold Award for Valor for their actions on March 20, 2017. This is a prestigious award given to Kansas Officers and one that is highly competitive.

Action	NA
Recommendation	NA

### 2. Public Service Proclamations

The Mayor will present abbreviated proclamations in recognition of Public Service Week, Law Enforcement Memorial Week, EMS Week, and Public Works Week.

Action	NA
Recommendation	NA

### 3. Mayor's Youth Advisory Council Proclamation

Action NA

Recommendation NA

#### **4. Citizen Concerns About Items Not On Today's Agenda. (Copies Of Written Material Presented To The City Council Also Needs To Be Provided To The City Clerk.)**

This item is for comments and questions from the audience about items that are not included on today's agenda.

### **CONSENT AGENDA**

The City Council will consider Consent Agenda items by one motion with no discussion unless the City Council, Staff or the audience requests removal of an item from the Consent Agenda. The City Council will consider an item removed from the Consent Agenda as the next item after their action on the Consent Agenda.

#### **1. Minutes Of The April 23, 2018 City Council Meeting**

Enclosed are the minutes for approval.

Action Make a Motion to Approve the Minutes of the Regular Meeting Held on April 23, 2018

Recommendation The City Manager and City Clerk Recommend Approval

Documents:

[CCM WORKSHOP SUMMARY APRIL 23, 2018.DOCX](#)  
[CCM MINUTES 04232018.DOCX](#)

#### **2. Claims For City Operations**

Enclosed are the Supplement Claims for City Operations in the amount of \$97,546.15 and the Regular Claims in the amount of \$557,711.33.

Action Make a Motion to Approve the Claims for City Operations for May 14, 2018

Recommendation The City Manager, City Clerk, and Finance Director Recommend Approval

Documents:

[CHECK REGISTER - SUPPLEMENTAL.XLS](#)  
[CHECKREGISTERSUMMARY-MAIN.XLS](#)

#### **3. Public Housing Authority Claims**

Enclosed are the Regular Claims in the amount of \$6,063.17.

Action Make a Motion to Approve the Public Housing Authority Claims for May 14, 2018

Recommendation The City Manager and Public Housing Authority Director Recommend Approval

Documents:

[CHECK REGISTER - PHA.XLS](#)

#### 4. Treasurer's Report

The first quarter Treasurer's Report is enclosed. This will be a quarterly item in the Consent Agenda moving forward.

Action                      Make a Motion to Approve the Treasurer's Report for First Quarter 2018

Recommendation        The City Manager and Finance Director Recommend Approval

Documents:

[FIRST QUARTER TREASURERS REPORT.XLSX](#)  
[MARCH 2018 REV EXP REPORT.PDF](#)  
[MARCH 2018 INVESTMENT REPORT.PDF](#)

#### 5. Public Use Request Modification - Thrive & Drive

The Farmers' Market has requested to extend the street closure to include Second Street between Oak and Cedar for the Thrive & Drive event to allow emergency services to park and display vehicles during the event and exit quickly and safely if needed. A map is enclosed.

Action                      Make a Motion to Approve the Public Use Request Modification for the Thrive & Drive Event on Saturday, May 19, 2018 from 8:00 a.m. through 9:00 p.m.

Recommendation        The City Manager and City Clerk recommend approval

Documents:

[THRIVE DRIVE MAP \(2\).PDF](#)

#### 6. Massage Therapy License Renewal - Spa Rapha Massage & Craniosacral Therapy

Nicole Wiehe Hankins paid the renewal fees and submitted an application to renew her Massage Therapy Business Establishment and Massage Therapist licenses. The application complies with the requirements for renewal.

We did not include a copy of the application due to the confidential information it contains.

Action                      Make a Motion to Approve a Massage Therapy Business Establishment License and a Massage Therapist License Renewal for Nicole Wiehe Hankins at SpaRapha Massage & Craniosacral Therapy.

Recommendation        The City Manager and City Clerk Recommend Approval

#### 7. Personnel Policy

An updated Policy for the City of Bonner Springs has been developed and is based on the League of Kansas Municipalities' model Personnel Policies and Guidelines. Careful consideration has been taken to review and revise the model policies to conform with existing practice- namely benefits such as sick and vacation accruals. The updated Policy was distributed to Department Heads for review on 12/1/17. Since that time, the Policy has also been reviewed and approved by the City's attorney who handles Human Resource matters.

The model policy is updated annually by the League. This means the City will be able to review it's Policy at the same time and consider any suggested changes the League's may have to ensure productive personnel management practices for our employee's. The updated Policy will also be part of *Comprehensive Classification and Compensation Study* the City has engaged with Springsted to complete.

Action                      Make a Motion to Adopt the Updated Personnel Policy  
Recommendation        The City Manager and Human Resources Director Recommend Approval

Documents:

[PERSONNEL POLICY \(2018\) FINAL DRAFT.PDF](#)

## **8. Elected Official Electronic Communication And Equipment Use Policy**

In preparation for the issuance of iPads and email addresses, staff has prepared the enclosed policy regarding the use of equipment and technology.

Action                      Make a Motion to Approve the Governing Body Policy for Electronic Communication and Equipment Use  
Recommendation        The City Manager and City Clerk Recommend Approval

Documents:

[GB-18-02 ELECTED OFFICIAL ELECTRONIC COMMUNICATION AND EQUIPMENT USE POLICY.DOC](#)

## **REGULAR MEETING AGENDA**

The City Council will consider the following items individually.

### **1. Stormwater Master Plan - Professional Services Agreement**

Action                      Award the Professional Services Agreement to Wilson & Company for the Stormwater Master Plan for an Amount not to Exceed \$43,000, and Authorize the City Manager to Execute the Agreement  
Recommendation        The City Manager, City Planner, Public Works Director, Finance Director, City Clerk, and Human Resources Director Recommend Approval

Documents:

[5-14 STORMWATER MASTER PLAN CONTRACT.DOCX](#)  
[RFQ STORMWATER MASTER PLAN - WILSON AND COMPANY 4.5.18.PDF](#)

### **2. Ordinance For A Franchise Agreement With Verizon Enterprise Solutions**

The enclosed ordinance grants a franchise agreement with Verizon Enterprise Solutions in exchange for local fiber optic telecommunications service within the City of Bonner Springs, Kansas. The ordinance was requested by Verizon and has been reviewed by our City Attorney who recommends approval.

The franchise agreement is a five year term with automatic one-year renewal terms. As part of the agreement, Verizon agrees to compensate the City at a sum equal to 5% of gross receipts. There will be no expense-related impact to the City with this agreement. At this time, it is unknown what the potential revenues will be.

Action	Make a Motion to Approve an Ordinance Granting a Franchise Agreement to Verizon Enterprise Solutions for Local Telecommunications Service
Recommendation	The City Manager, City Clerk, and City Attorney Recommend Approval

Documents:

[VERIZON FRANCHISE AGREEMENT.DOC](#)

### **3. Ordinance To Adopt Construction Specifications And Design Criteria**

The attached memorandum from the City Engineer details the need and process to update our construction specifications and design criteria.

Action	Make a Motion to Approve an Ordinance Adopting the American Public Works Association Construction Specifications and Design Criteria
Recommendation	The City Manager, City Attorney, City Engineer, and Public Works Director Recommend Approval

Documents:

[2018-01-24 DESIGN CRITERIA AND SPECIFICATION MEMO.PDF](#)  
[SUMMARY OF RECOMMENDED AMENDMENTS TO KCAPWA SPECIFICATIONS AND DESIGN CRITERIA APRIL 2018.DOCX](#)  
[APWA MEMO.DOC](#)  
[AMEND APWA SPECS AND DESIGN CRITERIA 2018.DOCX](#)

### **4. JAG Properties III, LLC IRB Public Hearing**

Make a Motion to Open the Public Hearing at \_\_\_\_\_p.m. to Consider a Kansas Sales Tax and Ad Valorem Tax Exemption for Property Financed with the Proceeds of Approximately \$2,201,385 of Industrial Revenue Bonds  
Take Public Comments  
Make a Motion to Close the Public Hearing at \_\_\_\_\_p.m.

JAG Properties III, LLC plans to construct and equip an approximately 16,000 square foot warehouse and office facility, including buildings and improvements, generally located south of an existing facility at 4011 Bonner Industrial Drive within the City operated by Reddi Services, Inc., an affiliate of the Company.

Related to this project, a resolution of intent to issue industrial revenue bonds is the next item on the agenda. The PILOT agreement, and cost benefit analysis are included with the resolution item.

Action	See Above
Recommendation	The City Manager, Finance Director, City Clerk, and Bond Counsel Recommend Holding the Public Hearing

## 5. JAG Properties III, LLC IRB Resolution Of Intent

JAG Properties III, LLC plans to construct and equip an approximately 16,000 square foot warehouse and office facility, including buildings and improvements, generally located south of an existing facility at 4011 Bonner Industrial Drive within the City operated by Reddi Services, Inc., an affiliate of the Company.

The IRB includes approval a Resolution of Intent to issue Industrial Revenue Bonds in the approximate amount of \$2,201,385, grant a 10-year, 50% property tax abatement, and grant a Kansas sales tax exemption for JAG Properties III, LLC.

The completed cost benefit analysis indicates favorable financial impact to the taxing jurisdictions. The PILOT agreement and cost benefit analysis are attached.

Action	Make a Motion to Approve a Resolution of Intent to Issue Industrial Revenue Bonds in the Approximate Amount of \$2,201,385 for JAG Properties III, LLC for Property Tax Abatement and Sales Tax Exemption
Recommendation	The City Manager, Finance Director, City Clerk, and Bond Counsel Recommend Approval

Documents:

[RESOLUTION OF INTENT REDDI SERVICES IRB 2018.DOC](#)  
[PILOT AGREEMENT - REDDI SERVICES IRB 2018.DOC](#)  
[JAG PROPERTIES CBA 2.PDF](#)

## REPORTS

### 1. City Manager's Report

Action	NA
Recommendation	NA

Documents:

[CITY MANAGERS UPDATE 5-14-18.DOC](#)  
[2019 BUDGET CALENDAR - COUNCIL.DOC](#)  
[BI-WEEKLY PLANNING SPREADSHEET 5.9.18.PDF](#)

### 2. City Council Items

### 3. Mayor's Report